(Unclassified)

Supply Discrepancy Report – Automation (SDR-A)
Original SDR Submission Wizard Tutorial

AFSAC/IARGB Section

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AFSAC Online Home Page
(https://afsac.wpafb.af.mil)

The Supply Discrepancy Report Automation (SDR-A) tool is accessed through AFSAC Online using any Internet connection.

AFSAC Online
SDR Submission

Navigation menu (left side):

- Security Cooperation Information Portal (SCIP) Web Site **Password Required**
- Apply for SCIP Portal Account ▶
- **Application Links**
- Tutorials ▶
- Applications Suite
- Supply Application
- Letter of Request (LOR) ▶
- Logistics Applications ▶
- Financial Applications ▶
- WWRS Applications/Info ▶
- PROSII Program Information ▶
- Tech Order Index
- PROS II Metrics
- AFSAC Metrics ▶
- Supply Discrepancy Reporting(SDR)
  - SDR Submission Wizard
  - SDR Customer Query
  - SDR Monthly Report
- Financial Tool
- **Other AFSAC Links**
- SAMIS Access
- About AFSAC
- CLSSA Brochure
- CLSSA Summary Briefing
- Repair/Replace Briefing
- AFSAC Library

Main content:

- AFSAC's goal is to satisfy our customers' needs. This Web based service is another attempt to achieve that goal. It is not intended to replace our valued personal interface with our customer. Because our customers are worldwide, we have developed this interface to provide easy, around-the-clock access to information about our services.

- Business applications
  (Use the navigation links on the left to access the business applications)

We currently offer a range of Business Applications to provide our customers visibility into their country programs.

The Application Suite is a re-host of the most commonly used SAMIS queries such as: Requisition History, Catalog Data, Contract Da...

We also provide a... (WWRS), Technic... (LOR) Submission...

We are constantly... automated password resets and additional AFSAC Online Metrics in upcoming months.

Access our business applications directly from our navigation menu on the left side of all our pages.

A link has been added to our menu to access tutorials for our Business Applications. These tutorials are PowerPoint Presentations that walk you through each of our various business applications.

- WEBLINK International Access

WebLINK International is a web based service provided by the Defense Logistics Information Service. It provides one-step access to multiple databases, which allow a user to research the supply pipeline by country and service. Click the link above to go directly to their website to find out more about this service. Click here for access and sponsorship requirements.

The Supply Discrepancy Report Automation (SDR-A) Submission Wizard Tool is accessed through the Applications Links in AFSAC Online.

Selecting

AFSAC Online Login

AFSAC Login

User Name: [   ]

Password: [   ]

[Login] [Clear]

User IDs and passwords are **NOT** case sensitive.

Use your AFSAC Online ID and Password to access the SDR Automation Submission Tool.

NOTE: If you have logged-in to any of the other SDR-A tools, this screen will be skipped.

SDR Submission Main Screen

Supply Discrepancy Report (v.m10.3)

| Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update |

Help

From this screen you can choose 1 of 7 wizards:

1. **Original**

2. **Info Copy**

3. **Resubmit**

4. **Contested**

5. **Corrected**

6. **Cancel**

7. **Follow Up**

Note: ILCO Update is for AFSAC USG Personnel only.

SDR Original
Submission Wizard

Supply Discrepancy Report (v.m10.3)

| Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update |

Prev   Next   Enter your Report Information   Help

Document Number   Document Suffix
[   ]   [   ] Load Draft SDR

Portal Submission Indicator   SDR Suffix
[▼]   [Original ▼]

Total Report Number (SDR Number)
SIO   Serial Number   Country Code   Case   Line
[ ]   [   ]   [   ]   [   ] [   ]
                                        [▼]

Use Original Wizard to:

- **Submit a new report**

- **Lead you through the SDR submittal process**

- **See your completed SF364 at the end**

Supply Discrepancy Report (v.m10.3)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev   Next   Enter your **Report Information**   Help

Document Number   Document Suffix
D   45V42673886   [   ]   Load Draft SDR

Portal Submission Indicator   SDR Suffix
[▼]   [Original ▼]

Total Report Number (SDR Number)
SIO   Serial Number   Country Code   Case   Line
[ ]   [   ]   [   ]   [   ] [   ]
                                    [▼]

1. **Enter your document number**

2. **Document Suffix is optional**

3. **OR - Click "Load Draft SDR" button to load previous SDR draft information**

SDR Original
Load Draft SDR

Supply Discrepancy Report (v.m10.3)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev   Next   Enter your **Report Information**   Help

Document Number   Document Suffix
D   '45V42673886   Load Draft SDR

To shorten the list and speed it up, you can do one or more of the following.

- pick the country
- enter all or part of the case
- enter all or part of the line
- enter the SIO

Portal Submission Indicator   SDR Suffix
SA Customer Submission   Original

Total Report Number (SDR Number)

SIO   Serial Number   Country Code   Case   Line
A   1005   KDH   001

Each time data is entered into a SDR record, a draft version is saved until it is submitted. You can come back many times to complete a SDR entry.

SDR Original
Select SDR Draft

Supply Discrepancy Report

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Select the **Draft SDR** you want.

[Help]

Country Code	Country Name	Case	Line	SDR Number	Seq	Document Number	Suffix	Submitted By	Select SDR	Delete SDR	View SDR
		KCQ	004	V7276	0	D H5V71590851	A		[Select]	[Delete]	[View/Submit SDR]
		KCQ	004	V8011	0	D H4471200001	C		[Select]	[Delete]	[View/Submit SDR]
		KCS	001	W8002	0	D S5V72970124	A		[Select]	[Delete]	[View/Submit SDR]
		KCS	001	Z8001	0	D H5V70371154			[Select]	[Delete]	[View/Submit SDR]

User may . . .

--"Select SDR" button next to draft SDR you want to continue editing OR

--"Delete SDR" button next to draft SDR you want to remove OR

--"View SDR" button to view, print, and/or submit SDR

9

SDR Original
Portal Submission Indicator

Supply Discrepancy Report (v.m10.3)

| Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update |

Prev   Next   Enter your **Report Information**   Help

*Document Number   Document Suffix
D   45V42673886   Load Draft SDR

*Portal Submission Indicator   SDR Suffix
[▼]   [Original ▼]

SA Customer Submission
Freight Forwarder Submission
Other Activity as authorized by SA Customers

Use the pull-down menu to fill the PSI field. This field indicates who input the SDR.

Total Report Number (SDR Number)

*SIO   *Serial Number   *Country Code   *Case   *Line
[ ]   [   ]   [   ]   [   ] [   ]

                                    [▼]

SDR Original
SIO/Serial #/Country/Case/Line

Supply Discrepancy Report (v.m10.3)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev   Next   Enter your **Report Information**   Help

Document Number   Document Suffix
D 45V42673886   [   ]   Load Draft SDR

Portal Submission Indicator   SDR Suffix
SA Customer Submission ▼   Original ▼

Total Report Number (SDR Number)
SIO   Serial Number
A   1005

Country Code   Case   Line
[   ] ▼

Enter Country Code, Case, and Line #

Note: Country Code will default to user's country, based on User's ID. *Country data may pre-fill based on document number entered.*

- **SIO is country assigned &can be any letter between A to Z (except "R" –AFSAC use).**

- **Serial Number is 0001 to 9999.**

SDR Original
Next

Supply Discrepancy Report (v.m10.3)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev   Next   Enter your **Report Information**   Help

Document Number   Document Suffix
D   45V42673886   [   ]   Load Draft SDR

> **When all the fields are filled in on this page, click the "Next" button.**

Portal Submission Indicator   SDR Suffix
SA Customer Submission   ▼   Original ▼

Total Report Number (SDR Number)

SIO   Serial Number   Country Code   Case   Line
A   1005   [   ]   KDH   001
                                    [▼]

Processing Errors

Supply Discrepancy Report (v.m10.3)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev   Next   Enter your **Report Information**   Help

Document Number   Document Suffix
[   ] [   ] Load Draft SDR

Portal Submission Indicator   SDR Suffix
[▼]   [Original ▼]

Processing Errors -- Web Page Dialog		✕
Bypass	**Field**	**Error Description**
	Case	Required Field: Case
	Line	Required Field: Line
	Document Number	Required Field: Document Number
	SIO	Required Field: SIO
	Serial Number	Required Field: Serial Number
	Portal Submission Indicator	Required Field: Portal Submission Indicator

Total Report Number (SDR Number)

SIO   Serial Number   Country Code   Case   Line
[ ]   [   ]   [TW]   [   ] [   ]
                           [TW - TAIWAN ▼]

If there is a problem with the data or missing data, this pop-up will appear which explains what you need to do to correct. If a 'checkbox' appears in the 'Bypass' column, you can bypass the error; otherwise, you must correct error to proceed.

SDR Original
Pre-fill Options

Supply Discrepancy Report (v.m10.3)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev   Next   The **Prefills** screen allows you to select a delivery, shipment, and / or requirement to prefill the SDR data.   Help

Document Number: D 45V42673886   Document Suffix: Case: KDH   Line: 001   Clear

Deliveries

Document Number	Suffix	Case/Line	NSN or Part Number	AF MMAC	Navy COG	UI	Qty	Billed Value	RIC	RAC	Fund	Date Del Proc	ARC	Select Delivery
D 45V42673886		KDH/001	6680010354465			EA	2	1538.72	59G	I	NL	15 Oct 2004		Select

Shipments

Document Number	Suffix	Case/Line	NSN or Part Number	AF MMAC	Navy COG	UI	Qty	RIC	Ship Date	Transportation Control Number	DODAAC	MOS	Select Shipment
D 45V42673886		KDH/001	6680010354465			EA	2	59G	09 Oct 2004	45V426 886XX	W25G1U	5	Select

Requirements

Document Number	Suffix	Case/Line	NSN or Part Number	AF MMAC	Navy COG	Adv Cd	UI	Qty	Pri	Proj	RIC	MS	ERRC	BC	PGM	Date Proc	Select Requirement
D 45V42673886	R	KDH/001	6680010354465	SX		2L	EA	2	6		59G	U	N	9	3	08 Oct 2004	Select

Pre-fills screen allows your to select a delivery, shipment and/or requirement to pre-fill the SDR data. If only one record exists, the system will pre-select it for you.

SDR Original
Pre-fill Options

Supply Discrepancy Report (v.m10.3)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev   Next   The **Prefills** screen allows you to select a delivery, shipment, and / or requirement to prefill the SDR data.   Help

Document Number: D 45V42673886
Document Suffix:
Case: KDH
Line: 001

Clear

Deliveries

Document Number	Suffix	Case/Line	NSN or Part Number	AF MMAC	Navy COG	UI	Qty	Billed Value	RIC	RAC	Fund	Date Del Proc	ARC	Select Delivery
D 45V42673886		KDH/001	6680010354465			EA	2	1538.72	S9G	I	N			

Shipments

Document Number	Suffix	Case/Line	NSN or Part Number	AF MMAC	Navy COG	UI	Qty	RIC	Ship Date	Transportation Control Number
D 45V42673886		KDH/001	6680010354465			EA	2	S9G	09 Oct 2004	45V42673886

Requirements

Document Number	Suffix	Case/Line	NSN or Part Number	AF MMAC	Navy COG	Adv Cd	UI	Qty	Pri	Proj	RIC	MS	ERRC	BC	PGM	Date Proc	Select Requirement
D 45V42673886	R	KDH/001	6680010354465	SX		2L	EA	2	6		S9G	U	N	9	3	08 Oct 2004	Select

If you do not want to use all pre-fill data fields, then click on the "Clear" button to deselect all data.

Then, click on the Select buttons for the data you wish to use.

Supply Discrepancy Report (v.m10.3)

| Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update |

Prev   Next   The **Manual** screen allows you to manually enter missing delivery, shipment, and requirement SDR data.   Help

Document Number   Document Suffix   Case   Line   *Supplementary Address
D   45V42673886   KDH   001   DA4KDH

Common Data

**NSN   Air Force MMAC   *Unit of Issue   Req Advice Code
6680010354465   5X   EA   2L

**Manufacturer's CAGE Code   **Part Number   Routing Identifier Code (RIC)   Budget Code
                                                          S9G   9

**Nomenclature   Fund Code   ERRC
CASE,INDICATOR   NL   N

Navy COG   ** User must enter NSN or CAGE/Part Number or Nomenclature.   DoD EMALL
                                                                                      no ▼

Delivery Data

Quantity Billed   Date Delivery Process   Reporting Activity Code (RAC)   Transportation Bill Code
2   15 Oct 2004   I   B

Billed Value   Delivery Source Code   Interfund Bill Number
1538.72   AA   2CAD4

Shipment Data

*Quantity Shipped   Shipper's RIC   Shipment Unit Control Number   Carrier's Document Type
2   45V42673886XX

Date Shipped   Shipper's DODAAC   Carrier's Document Number
09 Oct 2004   W25G1U

Fields marked with a * are required.

- **Manually enter data about what you requisitioned, what was shipped, and what was delivered/billed.**

- **Some fields may be pre-populated based on your selections from the pre-fill data, or**

SDR Original Contract Data

Supply Discrepancy Report (v.m10.3)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev   Next   You may select one of the available **Contracts** then enter additional data, or you may enter all of the contract data.   Help

Document Number	PIIN	CLIN	GFE/GFM	Call Order	Shipment ID Number	Type Instrument	Select Contract

Document Number   Clear

D   45V42673886

PIIN

Contract Line Item Number

Call Order Number

Shipment ID Number

Fields marked with a * are required.

- **The pre-fill data for this page is provided from the Air Force contracting systems via an interface with the SAMIS contracts query (QAID = 205).**

- **At this time, pre-fill data is only available for Air Force contracts.**

- **If a contract record exists that matches the SDR document number, press 'Select' to pre-fill that contract information.**

- **Customer may enter contract data manually, if known.**

SDR Original
Discrepancy/Action Codes

Supply Discrepancy Report (v.m10.3)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev   Next   Enter up to three **Discrepancy / Action Code** pairs.   Help

*SDR Type
shipping

*Location Of Discrepant Material

Input *Discrepancy Code - *Action Code

This screen allows you to enter the information about the discrepancy and what action is requested.

Fields marked with a * are required.

SDR Original
Discrepancy/Action Codes

Supply Discrepancy Report (v.m10.3)

| Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update |

Prev   Next   Enter up to three **Discrepancy / Action Code** pairs.   Help

*SDR Type

shipping ▼
shipping
packaging
both / dual

...crepant Material
...y Depot ▼

Input *Discrepancy Code - *Action Code

Use the drop-down menu to select the "SDR Type".

This is a required field.

Fields marked with a * are required.

SDR Original
Discrepancy/Action Codes

Use the drop-down menu to select the "Location of Discrepant Material".

This is a required field.

SDR Original
Discrepancy/Action Codes

Supply Discrepancy Report (v.m10.3)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev   Next   Enter up to three **Discrepancy / Action Code** pairs.   Help

*SDR Type
shipping

*Location Of Discrepant Material

Input *Discrepancy Code - *Action Code

The Help system provides some valuable information on using discrepancy and action code combinations.

You can enter up to three different discrepancies and action codes.

At this time, Product Quality (Q codes) or Missing Components (C4, C5, & S9 codes) discrepancies must be submitted alone on a report (there can be no other discrepancies on that report). Other discrepancies can be submitted together (up to 3).

This is a required field.

Fields marked with a * are required.

SDR Original
Discrepancy/Action Codes

Supply Discrepancy Report (v.m10.4)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev   Next   Enter up to three **Discrepancy / Action Code** pairs.   Help

*SDR Type
shipping ▼

*Location Of Discrepant Material
ICD - In-Country Depot ▼

Input *Discrepancy Code - *Action Code
[   ] [   ] ...
[   ] [   ] ...
[   ] [   ] ...

Discrepancy Action Input - Original - Microsoft Internet Explorer

Some guidelines on choosing your discrepancy code:

A good place to start if you don't know which code describes your problem; reading through the categories first should help you find the correct area without needing to read the entire list.

Product Quality (Item) Deficiencies or Missing Component discrepancies must be submitted alone on a report (there can be no other discrepancies on that report). Other discrepancies can be submitted together.

If you have received an incorrect item, you will most likely want to submit an Incorrect (Wrong) Item discrepancy and a Shortage or Non-Receipt discrepancy.

Other Discrepancies (Z1) can be used if there does not appear to be a code applicable to your problem, however Z1 discrepancies will take longer to process. Please be sure to elaborate on your problem in the remarks section later.

Some guidelines on choosing your action code:

Your action code represents what action you are requesting to be taken.

Fields marked with a * are required.

SDR Original
Discrepancy/Action Codes

Supply Discrepancy Report (v.m10.4)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev   Next   Enter up to three **Discrepancy / Action Code** pairs.   Help

*SDR Type
shipping

*Location Of Discrepant Material
ICD - In-Country Depot

Input *Discrepancy Code - *Action Code

Discrepancy Action Input - Original - Microsoft Internet Explorer

Some guidelines on choosing your action code:

Your action code represents what action you are requesting to be taken.

- If you need to know what to do with material you don't want/need, but need no other action choose 1A.
- If you need to know what to do with material you don't want/need, but also need a credit/debit, choose 2A.
- If you are keeping the material and require no other action, choose 1B.
- If you are keeping the material and need to be billed for it, choose 2B.
- If you are requesting supply documentation choose 1C.
- If you are requesting proof of shipment choose 2K.
- If you are requesting technical documentation choose 2C.
- If you are re-ordering the item and require no other action, choose 1G.
- If you are submitting a discrepancy for information purposes and require no action, choose 1H.
- If you require financial adjustment (credit/debit), but no other action, choose 2J.
- If you require information related to the billing status, choose 2L.
- If you don't know which code applies, choose 1Z and fill in your desired action in the remarks section later. Reports with 1Z codes will take longer to process.
- If you need to submit other information related to your desired action which cannot be provided as a remark or attachment, choose 2Z.

Fields marked with a * are required.

SDR Original
Discrepancy/Action Codes

Supply Discrepancy Report (v.m10.3)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev   Next   Enter up to three **Discrepancy / Action Code** pairs.   Help

*SDR Type
shipping

*Location Of Discrepant Material
ICD - In-Country Depot

Input *Discrepancy Code - *Action Code

Discrepancy

Action

Clear   Ok   Cancel

Click on the "…" button to enter the Discrepancy and Action Codes from a drop-down list that displays codes and definitions.

This is a required field.

NOTE: Avoid using discrepancy code Z1 and action code 1Z. These codes will cause the SDR reject to the ILCO for manual review.

Fields marked with a * are required.

SDR Original
Discrepancy/Action Codes

Supply Discrepancy Report (v.m10.4)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev   Next   Enter up to three **Discrepancy / Action Code** pairs.   Help

*SDR Type
shipping

*Location Of Discrepant Material
ICD - In-Country Depot

Input *Discrepancy Code - *Action Code
W5 1A ...

Use the pull-down menu and select the appropriate discrepancy.

Discrepancy

W5 - Mixed stock received.

Condition of Materiel
C1 - In a condition other than shown on supply document or on the supporting inspection/test certificate.
C3 - Damaged US Postal Service shipment. (Security Assistance customers are authorized to use this code for all type
Expired Shelf Life
C2 - Expired shelf life.
Missing Component Data
C4 - Material received stripped of parts or components (cannibalized). Applicable to material returns or repairs only.
C5 - Incomplete item received. Do not use for incomplete sets/kits/outfits. (See S9)
S9 - Incomplete sets/kits/outfits. Do not use to report cannibalization of SSRI, COEI, or BII. (See C4)
Supply Documentation

Clear   Ok   Cancel

SDR Original
Discrepancy/Action Codes

Supply Discrepancy Report (v.m10.3)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev   Next   Enter up to three **Discrepancy / Action Code** pairs.   Help

*SDR Type
shipping

*Location Of Discrepant Material
ICD - In-Country Depot

Use the pull-down menu and select the appropriate action.

Input *Discrepancy Code - *Action Code

Discrepancy

Action

1A - Disposition instructions requested.
1B - Material being retained.
1C - Supporting supply documentation requested.
1D - Material still required; expedite shipment. (Not applicable to Security Assistance.)
1F - Replacement shipment requested. (Not applicable to Security Assistance.)
1G - Reshipment not required. Item to be re-requisitioned.
1H - No action required. Information only.
1Z - Other action requested (see remarks).
2A - Disposition of material and financial adjustment (credit) requested.
2B - Material being retained. Financial adjustment (debit) requested.

SDR Original
Discrepancy/Action Codes

Supply Discrepancy Report (v.m10.4)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev   Next   Enter up to three **Discrepancy / Action Code** pairs.   Help

*SDR Type
shipping

*Location Of Discrepant Material
ICD - In-Country Depot

Input *Discrepancy Code - *Action Code

Discrepancy

C1 - In a condition other than shown on supply document or on the supporting inspection/test certificate.

C1 - In a condition other than shown on supply document or on the
supporting inspection/test certificate.

Action

1A - Disposition instructions requested.

1A - Disposition instructions requested.

Clear   Ok   Cancel

Click the "OK" button to accept your choice of discrepancy and action code.

Fields marked with a * are required.

SDR Original
Discrepancy/Action Codes

Supply Discrepancy Report (v.m10.3)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev   Next   Enter up to three **Discrepancy / Action Code** pairs.   Help

*SDR Type
shipping ▾

*Location Of Discrepant Material
ICD - In-Country Depot ▾

Input *Discrepancy Code - *Action Code
C1 1A ...
        ...
        ...

Click the "Next" button to accept the data.

SDR Original
Received Item Detail

Pre-filled to display received data same as ordered data.

If the material received is not what was ordered, un-check the box and enter the received data manually.

SDR Original
Received Item Detail

Supply Discrepancy Report (v.m10.4)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev   Next   Enter **Received Item** Details   Help

☑ Received data same as ordered data

**NSN   AF MMAC
193151766585-   2

Navy COG   Unit Of Issue
            EA

**Nomenclature

**CAGE Code   *Unit Price
                     49.88

**Part Number

** User must enter NSN or CAGE/Part Number or Nomenclature.

*Quantity Received SF364   If you have multiple discrepancies
                     5   including incorrect items or non-receipt,
                                  please do not include the incorrect item
                                  or non-receipt data in your quantity
                                  received.

Enter the quantity received.

NOTE: This screen applies to all discrepancies except incorrect (wrong) item discrepancies.

Fields marked with a * are required.

Supply Discrepancy Report (v.m10.3)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev   Next   Help

Enter **Condition (C1)** Details

*Condition Code

A - Serviceable (issuable without qualifications) - New, used, repaired, or reconditioned material tha

*Discrepant Quantity

0

This screen is where you need to provide details concerning materiel which you received with an inappropriate condition.

SDR Original
Expired Shelf Life Code (C2) Details

This screen is where you need to provide details concerning materiel for which the shelf life has expired.

SDR Original
Missing Item/Component Details

This screen is allow you to enter details concerning missing items or components.

Maximum of 2 missing components per SDR at this time.

Supply Discrepancy Report (v.m10.4)

| Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update |

Prev   Next   Help

Enter **Missing Item / Component (C4, C5, & S9)** Details - C5

Missing Item Summary

**MI NSN   MI AF MMAC   **MI Noun   *MI Unit Price   Quantity
                                                                  1

MI Navy COG   MI CAGE Code   MI Unit of Issue   Value
                                                                  28003.00

          **MI Part Number   *MI Quantity   Add

** User must enter NSN or Part Number or Nomenclature.

NSN	AF MMAC	COG	Nomemclature	Mfg CAGE	Part Number	Unit of Issue	Unit Price	Quantity	Value	Delete
4920002725665		RN	TESTER,ANTI-SKID			EA	28003.00	1	28003.00	Delete

Enter the NSN of the missing item/component. Then, click the "Add" button. You can enter up to two missing items or components. If have more than two, then enter another SDR or include the extra information in the Customer Remarks section.

SDR Original
Non-Receipt Code (S3,S5) Details

Supply Discrepancy Report (v.m10.4)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev   Next   Help

Enter **Non-Receipt (S3, S5)** Details - **S5**

*Discrepant Quantity
16

This screen is where you need to provide details about items you have not received.

Fields marked with a * are required.

SDR Original
Quality Codes (Q_) Details

Supply Discrepancy Report (v.m10.4)

| Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update |

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Enter **Quality (Q)** Details - **Q1**

*Category Type
Type I- Deficiencies that require immediate attention to mitigate risk and/or limit/resolve mission impact.

Mfg Name

Date Assembled

Operation Time   Quantity In Stock
0   0   0

Circumstances Prior To Difficulty

CAGE Code

Date Rebuilt

Next Higher Assembly

Description of Difficulty

Date Discovered

Date Cured

End Item

Suspected Cause

Date Packed

Warranty Expiration Date

Weapon System

Action Taken

Date Manufactured

*Discrepant Quantity
0

Serial Number

Recommendations

Provide details concerning materiel you have received with quality problems.

If customer enters details on this screen, the 14 point checklist attachment requirement is satisfied.

Fields marked with a * are required.

AFSA

This screen is where you need to provide details concerning incorrect materiel which you have received.

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Enter **Wrong / Incorrect Item (W)** Details - **W1**

| **NSN | AF MMAC | RIC | *Condition Code | II Summary |

```
[            ] [        ]   [          ]   A - Serviceable (issuable without qualifications) ▾
```

**Nomenclature   *Unit Price

```
A - Serviceable (issuable without
qualifications) - New, used, repaired, or
reconditioned material that is serviceable and ▾
```

Quantity
`                    1`

Value
`                 2.08`

CAGE Code   Unit Of Issue   Navy COG

**Part Number   Mfg Name   *Discrepant Quantity   [Add]

** User must enter NSN or Part Number or Nomenclature.

NSN	AF MMAC	Navy COG	Nomemclature	Mfg CAGE	Part Number	Mfg Name	U/I	Unit Price	Quantity	Value	RIC	Condition Code	Delete
4920010564396 EH			RESISTOR,FIXED,WIRE				EA	2.08	1	2.08	59E A		Delete

Enter the NSN of the wrong/incorrect item. Then, click the "Add" button. You can enter up to two wrong/incorrect items. If have more than two, then enter another SDR or include the extra information in the Customer Remarks section.

SDR Original
Other Discrepancy Details

Supply Discrepancy Report (v.m10.4)

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Enter **Other Discrepancy** Details - **01**

*Discrepant Quantity

0

This is the basic screen for a discrepancy where we do not require much information.

Fields marked with a * are required.

SDR Original
Condition (C1) Code Details

Supply Discrepancy Report (v.m10.3)

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Enter **Condition (C1)** Details

*Condition Code

A - Serviceable (issuable without qualifications) - New, used, repaired, or reconditioned material tha

A - Serviceable (issuable without qualifications) - New, used, repaired, or reconditioned material tha
B - Serviceable (issuable with qualifications) - New, used, repaired, or reconditioned materiel that is s
C - Serviceable (priority issue) - Items which are serviceable and issuable to selected customers, but
D - Serviceable (test/modification) - Serviceable materiel that requires test, alteration, modification,
E - Unserviceable (limited restoration) - Materiel that involves only limited expense or effort to restor
F - Unserviceable (reparable) - Economically reparable materiel that requires repair, overhaul, or rec
G - Unserviceable (incomplete) - Materiel requiring additional parts or componets to complete the end
H - Unserviceable (condemned) - Materiel which has been determined to be unserviceable and does
J - Suspended (in stock) - Materiel in stock that has been suspended from issue pending condition cla
L - Suspended (litigation) - Stock held pending litigation or negotiation with contractors or common ca
Q - Suspended (product quality deficiency) - Potential and confirmed product quality deficiency relate

For Example:

We will fill in a Condition (C1) Code screen.

1. Use the drop-down menu to select the condition code of the discrepant materiel.

SDR Original
Condition (C1) Code Details Filled In

Supply Discrepancy Report (v.m10.3)

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Enter **Condition (C1)** Details

*Condition Code

F - Unserviceable (reparable) - Economically reparable materiel that requires repair, overhaul, or re

F - Unserviceable (reparable) - Economically reparable materiel that requires repair, overhaul, or reconditioning (includes reparable items which are radioactively contaminated).

*Discrepant Quantity

1

2. Enter your discrepant quantity.

3. Click the "Next" button.

SDR Original
Processed Discrepancy

Click the "Next" button to accept the data.

Supply Discrepancy Report (SDR)

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Prev | Next | **Processed Discrepancies** | Help

| 1 | **C1** In a condition other than shown on supply document or on the supporting inspection/test certificate. | Quantity | 5 |
| | **1A** Disposition instructions requested. | Value | 249.40 |

This screen displays a summary of the discrepancies (up to 3) you have entered.

2

3

*Total Discrepant Quantity 5   *Total SDR Value 249.40

Total Discrepant Quantity and Total SDR Value is calculated by system. If user over-writes, the system calculation will be permanently deactivated on this submission.

SDR Original
Customer Remarks

Supply Discrepancy Report (v.m10.4)

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> **This screen can be used to enter any explanatory remarks related to your report.**
>
> **Click the "Next" button to accept the data.**

Fields marked with a * are required.

SDR Original
Attachments

Supply Discrepancy Report (v.m10.3)

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Browse... | Add | File attachments are limited to 10 MB in size and must have one of the following extensions: bmp doc gif jpg jpe jpeg pdf txt xls csv

Remove

This screen will allow you to attach files to support your SDR.

Use the "Browse", "Add", and "Remove" buttons to manage your attached files.

Click the "Next" button to accept the data.

NOTE: The file size and extensions allowed.

SDR Original
Preparing Official

Supply Discrepancy Report (v.m10.3)

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Prev   Next   **Preparing Official's** Details   Help

*Preparing Official Name   Preparing Official Title
Sdr Web2

*Preparing Official Commercial Phone   Preparing Official Commercial Fax
555-5555x5555

*Preparing Official eMail
SDR2@wpafb.af.mil

*Preparing Official Address
- AFSAC-FLO/

AFSAC-FLO/

This screen will allow you to input your contact information.

Some information can be pre-filled. Correct any data that is wrong or enter missing data.

Address pull-down will allow you to select a country address that we have on file. If no country address on file, user must enter it in the block provided.

Click the "Next" button to accept the data.

SDR Original
View/Submit

Supply Discrepancy Report (v.m10.3)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

[Prev] [Next] [View SDR] [Submit SDR]   [Help]

View your SDR if you want; submit your SDR when you are ready.

This screen will allow you to review your report before final submission.

Click the "View SDR" button to view/print the DRAFT SF364 form.

Click the "Prev" button to make corrections to your report before submitting.

SDR Original
SF364 Draft

Screen showing PDF viewer toolbar: Save a Copy, Search, Select, 108%, Sign

DRAFT

REPORT OF DISCREPANCY (ROD) ☒ SHIPPING ☐ PACKAGING	1. DATE OF PREPARATION 02-NOV-2005	2. REPORT NUMBER A1005- -KDH/001-O

3. TO (Name and address, include ZIP code)
Air Force Security Assistance Center ATTN: AFSAC/COSD,
5490 Pearson Rd,
Wright Patterson AFB, Oh 45433-5332

4. FROM (Name and address, include ZIP code)
AFSAC-FLO/

DRAFT SF364 Form, review OR print before final submission.

5a. SHIPPER'S NAME
W25G1U

6. TRANSPORATION DOCUMENT NUMBER (GBL, Waybill, TCN, etc.)
45V42673886XX

7a. SHIPPER'S NUMBER (Purchase Order/Shipment, Contract, etc.)   7b. OFF

8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.)
D   45V42673886

9. SHIPMENT, BILLING, AND RECEIPT DATA				10. DISCREPANCY DATA				11. ACTION CODE₂
NSN/PART NUMBER AND NOMENCLATURE (a)	UNIT OF ISSUE (b)	QUANTITY SHIPPED/BILLED (c)	QUANTITY RECEIVED (d)	QUANTITY (a)	UNIT PRICE (b)	TOTAL COST (c)	CODE₁ (d)	CODE₂
NSN Ordered: 6680010354465 SX Name Ordered: CASE,INDICATOR	EA	2 / 2			$769.36			
NSN Received : 6680010354465 SX Name Received : CASE,INDICATOR	EA		1	1	$769.36	$769.36	C1	1A
Discrepant Totals:				1		$769.36		

1 of 1

SDR Original
View/Submit

Supply Discrepancy Report (v.m10.3)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev | Next | View SDR | Submit SDR | Help

View your SDR if you want; submit your SDR when you are ready.

Click the "Submit SDR" button to submit your report.

SDR Original Confirmation Page

Supply Discrepancy Report (v.m10.3)

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Submitted SDR

Report Number	Sequence Number	Document Number	Doc Suffix	Date Received SF364
A1005- '-KDH/001	99	D 45V42673886		02 NOV 2005

Discrepancy Code	Action Code
C1	1A

This screen is confirmation that an SDR record has been submitted.

Click on "View SDR" to view and/or print out the FINAL SF364.

NOTE: After your report is submitted, it can only be edited using the Correction Wizard.

FINAL SF364 Form, the word DRAFT has been removed.

Technical Assistance

For "Technical Assistance" with the **SDR-A Original Submission Wizard** tool, contact AFSAC Technical Support.